Amjad Ali Shaikh

Date of Birth: 13-Feb-1995
Address : House # A-12 ground floor, decent home society, gulshan-e-iqbal block11, karachi.
Mobile No : 0333-3144600
E-mail : amjad.00036@gmail.com

Objective: A self-motivated and hardworking person with ability to work by taking initiatives and seeking a challenging position in a professional reputed organization to make valuable contributions as a vital member of the management team with meritocracy and future benefits.

Work Experience

1. Worked as **Accounts Assistant** in Program Support Unit Sindh Cities Improvement Program, Asian Development Bank funded project with the collaboration of Planning & Development Department Government of Sindh, since "November 2014 to June 2018".
2. Worked as **Office Assistant** at Monitoring & Evaluation Cell (MEC) Planning & Development Department Government of Sindh, since "July 2018 to June 2021".

Job Responsibilities

- Preparation of Payment Vouchers.
- Preparation of Note Sheets for Payment.
- Preparation of Sanction Orders for Payment.
- Preparation of Cheque (Govt of Sindh).
- Preparation of Bank Advise for Assignment Accounts.
- Preparation of General Vouchers.
- Bank Reconciliation.
- Entries in the Cash book (Manual & Computer).
- Entries in the G/L Ledgers.
- Filing Record Maintain & Daily Update.

Academic Education

Sr	Qualifications	Institution University	Specialization Major	Passing Year
1	M.A	Shah Abdul Latif University, Khairpur	Economics	2018
2	B.Com	Shah Abdul Latif University, Khairpur	Commerce	2015
3	FSC	Govt. Degree College	Engineering	2012
4	SSC	Govt. Pilot School	Science	2010

Computer Education

Sr	Qualifications	Institution University	Specialization Major	Passing Year
1	DIT	AMI APEX	Information Technology	2019
2	Computerize Accounting	Khuwaja Institute	Accounting	2017
3	CIT	Computer World	Information Technology	2008

Computer Skill's and other Abilities

Sr	Skills & Abilities	Proficiency Level	Latest Used/Practice
1	Word Processing	Good	Currently Using
2	Soft Presentation	Good	Currently Using
3	Spread Sheet	Good	Currently Using
4	English Typing	Good	Currently Using

Activities & Interests

- Part of organizing team in Technical and Non-Technical Events.
- Sports.
- Reading Poetry & comprehension.
- Good ability to interact with people.
- Quick learning skills.
- Hard worker in relevant field.

Personal Information

Father Name Irshad Ali Shaikh
Marital Status Single
CNIC 43203-3566697-1
Religion Islam
Domicile Larkana
Nationality Pakistani
Language Competency English, Urdu, Sindhi

Reference

Available when desired.

PAKISTAN National Identity Card

ISLAMIC REPUBLIC OF PAKISTAN

Name
Amjad Ali

امجد علي

Father Name
Irshad Ali Shaikh

ارشاد علي شيخ

Gender	Country of Stay
M	Pakistan

Identity Number	Date of Birth
43203-3566697-1	13.02.1995

Date of Issue	Date of Expiry
23.05.2016	23.05.2026

Holder`s Signature

89806

Form"D"
See Rule 5(1) (a)
Read with Notification
NO.XII(10) SO.J8-18/2004
Dated:23-11-2011
Of Home Department Sindh

No.GB/- 79617
LARKANO.DATED 1-8-2012

Permanent Residence Certificate

Certificate of permanent Residence in the Province of Sindh for the Purpose of recruitment to the public service in sindh, as specified in Rule 2 (1) of Sindh Permanent Resident Certificate rules, 1971.

I hereby certify that

Mr./Miss./Mrs: Amjad Ali S/O Irshad Ali Shaikh
is a permanent resident of Lahori Muhalla Larkana
Taluka Larkana District Larkano in the Province of Sindh keeping in view the reason given below.

Based on the report furnished by the Mukhtiarkar Taluka Larkana.

This certificate is issued for the Purpose of Recruitment for the public service in the Province of sindh.

Shaikh
DR. MRS. ALIA SHAIKH
M.B.B.S R.M.P
WOMEN MED'CAL OFFICER
Govt: Pry: School Phul, Distt: LRK:
Working at G. Disp: Heesib Chandio.

For (ABDUL ALEEM LASHARI)
DEPUTY COMMISSIONER
LARKANO
(Seal)

43203-3566697-1

موجودہ پتہ: فلیٹ نمبر 202، بلاک ڈی، محلہ المصطفیٰ
ھوم، کلفٹن کینٹ، تحصیل و ضلع کراچی
جنوبی

مستقل پتہ: مکان نمبر 164-165، محلہ لاہوری، لاڑکانہ

105011050887

Registrar General of Pakistan

گمشدہ کارڈ ملنے پر قریبی لیٹر بکس میں ڈال دیں

Form"D"
See Rule 5(1) (a)
Read with Notification
NO.XII(10) SO.J8-18/2004
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For (ABDUL ALEEM LASHARI)
DEPUTY COMMISSIONER
LARKANO
(Seal)

Program Support Unit
Sindh Cities Improvement Program (SCIP)
Planning & Development Department
Government of Sindh

No. P&D/PSU/SCIP/Admin/PF/457-15/8174
Karachi, Dated the 15th December, 2016

To Whom It May Concern

Sindh Cities Improvement Program is a reform program assisted by Asian Development Bank (ADB) to improve municipal service delivery in the second-tier cities of Sindh Province.

This is to certify that Mr. Amjad Ali Shaikh S/o Irshad Ali Shaikh bearings C.N.I.C# 43203-3566697-1 is working as Accounts Assistant (Budget and Finance Section) for the period from 1st November, 2014 till to-date in Program Support Unit, Sindh Cities Improvement Program Planning and Development Department Government of Sindh (PSU-SCIP).

During his employment we found him professionally sound, and dedicated employee. He is kind in nature and character as well.

We have **No Objection** to allow him in any better position.

(Dr Azim-ur-Raheem Khan Meo)
Program Director

Bungalow No. D-45, Clifton Block-1, KDA Scheme No. 05, Karachi
Telephone Nos. 021 99251263 & 99251263, Fax No. 99251265

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, LARKANA, SINDH

MARKS CERTIFICATE

ROLLNO: 41149

GROUP: SCIENCE

SSC-II ANNUAL EXAMINATION 2010 HELD IN MAR

NAME: AMJAD ALI
FATHER'S NAME: IRSHAD ALI
SURNAME: SHAIKH
INSTITUTE: 1. GOVT. PILOT HIGHER SECONDARY. SCHOOL LARKANA
DISTRICT: LARKANA

SUBJECT	MAX MARKS	MIN MARKS	OBT. MARKS	REMARKS
ENGLISH-I	75	25	53	
SINDHI	75	25	51	
PAKISTAN STUDIES	75	25	54	
BIOLOGY(TH)	85	28	45	
BIOLOGY(PR)	15	5	14	
CHEMISTRY(TH)	85	28	64	
CHEMISTRY(PR)	15	5	14	
ENGLISH-II	75	25	63	
URDU SALIS	75	25	56	
ISLAMIAT	75	25	53	
PHYSICS(TH)	85	28	54	
PHYSICS(PR)	15	5	13	
ELECTIVE MATHS	100	33	79	
	850		613	

OBTAINED MARKS (INWORDS): Six Hundred and Thirteen

RESULT: PASS
PERCENTAGE: 72.12%
GRADE: A
DATE OF BIRTH: 13-02-1995 - Thirteenth February Nineteen Hundred Ninety Five

DATE OF ISSUANCE: 04-08-2010

ate

Prepared by **Checked by** **Controller of Examinations**

S.No. HSC 081268

BOARD OF INTERMEDIATE & SECONDARY EDUCATION, LARKANA

MARKS CERTIFICATE

ROLLNO: 54064

GROUP: PRE-ENGINEERING

HSC-II ANNUAL EXAMINATION 2012 HELD IN MAY

NAME: AMJAD ALI
FATHER'S NAME: IRSHAD ALI
SURNAME: SHAIKH
INSTITUTE: 8. GOVT. DEGREE COLLEGE LARKANA.
DISTRICT: LARKANA

SUBJECT	MAX MARKS	MIN MARKS	OBT. MARKS	REMARKS
ENGLISH-I	100	33	60	
URDU SALIS	100	33	70	
ISLAMIAT	50	17	22	
PHYSICS(TH)-I	85	28	48	
PHYSICS(PR)-I	15	5	10	
CHEMISTRY(TH)-I	85	28	63	
CHEMISTRY(PR)-I	15	5	13	
MATHEMATICS-I	100	33	60	
ENGLISH-II	100	33	69	
SINDHI	100	33	81	
PAKISTAN STUDIES	50	17	33	
PHYSICS(TH)-II	85	28	39	
PHYSICS(PR)-II	15	5	14	
CHEMISTRY(TH)-II	85	28	62	
CHEMISTRY(PR)-II	15	5	10	
MATHEMATICS-II	100	33	60	
	1100		714	
OBTAINED MARKS (INWORDS): Seven Hundred and Fourteen				

RESULT: PASS
PERCENTAGE: 64.91%
GRADE: B

Attested

DATE OF ISSUANCE: 31-08-2012

ABDUL SALAM ABBASI
Personal Assistant to Judge
High Court of Sindh Karachi

Date | Prepared by | Checked by | Controller of Examinations

SHAH ABDUL LATIF UNIVERSITY
KHAIRPUR, SINDH, PAKISTAN

CLASSIFICATION	
First	60% and above
Second	45% to 59%
Third	33% to 44%

BIIC150009900

MARKS CERTIFICATE

B.Com (Pass) (Part-II)

Certificate showing the Marks secured by

Student Name: Amjad Ali

Father's Name: Irshad Ali Shaikh

Seat Number: 52709 Annual Examination 2015

Held in the month of December-2015 Student Type: Regular

College Name: Government Arts & Commerce College , Larkana

Subject Name	Marks			Remarks
	Maximum	Passing	Obtained	
Economic Problems of Pakistan (EP)	100	33	45	
Advanced Accounting (A.ACC)	100	33	65	
Cost Accounting (CA)	100	33	50	
Business Taxation (BT)	100	33	48	
Business and Industrial Law (BL)	100	33	54	
Auditing (AUD)	100	33	40	
Business Communication (BC)	100	33	58	
Pakistan Studies (P.STD)	100	33	52	
	800		412	
Part-I:	750		358	
Grand Total:	1550		770	Second
Seven Hundred Seventy				

Checked By

Shah Abdul Latif University Khairpur
Controller Of Examination

Controller of Examinations

Note: The University reserves the right of issuing any corrections in the result, if any mistake is detected later on.

SHAH ABDUL LATIF UNIVERSITY

KHAIRPUR, SINDH, PAKISTAN

CLASSIFICATION	
First	60% and above
Second	45% to 59%
Third	33% to 44%

MIIA0235002

MARKS CERTIFICATE

Master of Arts (Final) Economics

Certificate showing the Marks secured by

Student Name: Amjad Ali

Father's Name: Irshad Ali Shaikh

Seat Number: 83859 **Annual Examination** 2017

Held in the month of December-2017 **Student Type:** External

College Name: Government Arts & Commerce College , Larkana

Subject Name	Marks			Remarks
	Maximum	Passing	Obtained	
Quantitative Economics	100	33	52	
Development Economics	100	33	45	
Economics of Islam	100	33	71	
Marketing Economics	100	33	53	
Viva-Voce	100	33	60	
	500		281	
Previous:	500		272	
Grand Total:	1000		553	Second

Five Hundred Fifty-Three

Checked By:

Controller of Examinations

Note: The University reserves the right of issuing any corrections in the result, if any mistake is detected later on.

FAST TECHNICAL TYPING INSTITUTE

NEAR PAKISTANI CHOWK LARKANA.
SINDH.

TEST REPORT

Roll No. 785

This is to certify that Mr. Amjad Ali

S/O Irshad Ali by caste Shaikh

has undergone 06 Six months course in Touch Method Typewriting

and command the speed of "35" Thirty Five. w.p.m.

04/03/11

ADMINISTRATOR
FAST TECHNICAL TYPING INSTITUTE
LARKANA

Date: 04-03-2011

S. No. CWLRK/ 77

COMPUTER WORLD

Institute of Information Technology

CERTIFICATE

This is to Certify that AMJAD ALI SHAIKH

S/o, D/o IRSHAD ALI SHAIKH has

Successfully completed the SHORT COURSE training program

of THREE MONTHS

From 24-10-2007 to 24-01-2008 and has fulfilled the requirements

in respect of attendance, study and practical.

Microsoft Office 2000

- MS Word
- MS Excel
- MS PowerPoint
- MS Windows 2000
- Internet

Issued on 08-02-2007

Principal
COMPUTER WORLD
Institute of Computer Technology
LARKANA
PRINCIPAL

Rabi Centre, Resham Gali Larkana. Hello (074) 4041420

SINDH BOARD OF TECHNICAL EDUCATION KARACHI

Serial No. 4668

Roll No. 4013

Reg. No. 005-2017-00737-01

STATEMENT OF MARKS

EXAMINATION: ONE YEAR DIPLOMA IN INORMATION TECHNOLOGY

BATCH Semester-II, (September to February) 2017

NAME OF THE CANDIDATE: AMJAD ALI

FATHER'S NAME IRSHAD ALI SHAIKH

NAME OF INSTITUTE: AMI APEX, KARACHI

SUBJECTS / PAPERS	MARKS			
	Theory		Practical	
	Max.	Obtained	Max.	Obtained
Data Communication and Network	100	50	100	70
Core Hardware PC Maintenance	100	63	100	70
Desktop Publishing	100	76	100	70
Databse SQL/MySql	100	58	100	70
Project			100	70

Semester-I	584/900	Grand Total	1181/1800
Semester-II:	597/900	Result:	Pass
		Grade:	B

Checked by

Date of Issue: 25-Mar-2019

CONTROLLER OF EXAMINATIONS

S For Sessional
F For Final
Passing Marks for Theory : 40%
Passing Marks for Practical: 50%

Note: Errors and omissions excepted.

Government of Sindh

TRADE TESTING BOARD SINDH

Sindh Technical Education & Vocational Training Authority

Serial No. 088237 Reg. No. B07417S10004

CERTIFICATE

This is to certify that

Mr. / Ms. Amjad Ali

S/o. D/o. Irshad Ali

has successfully completed Four months training

with 80% practical and 20% theory in the trade of Computerized Accounting

at Khowaja Institute of Information Technology, Karachi

Under **Benazir Bhutto Shaheed Youth Development Program.**

He / She has passed the examination conducted by **Trade Testing Board**, Sindh

in the month of April 2018.

Secretary **Chairman**

Issued on 01 AUG 2019 at Karachi.